1. Creare a new workbook then in the range **A1:H9** enter the data

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Branch | Branch No | Item | shipping Date | Quantity | Cost | Total | Shipping Fees |
| Riyadh | 1 | Pencil | 1/6/2014 | 95 | 1.99 |  |  |
| Jeddah | 2 | Binder | 1/23/2014 | 50 | 19.99 |  |  |
| Dammam | 3 | Desk | 2/9/2014 | 36 | 4.99 |  |  |
| Dammam | 3 | Pen | 2/26/2014 | 27 | 19.99 |  |  |
| Dammam | 3 | Pencil | 3/15/2014 | 56 | 2.99 |  |  |
| Riyadh | 1 | Desk | 4/1/2014 | 60 | 4.99 |  |  |
| Jeddah | 2 | Pencil | 4/18/2014 | 75 | 1.99 |  |  |
| Riyadh | 1 | Pencil | 4/19/2014 | 75 | 1.99 |  |  |

1. Set the width of columns A to 10 Characters each. Set the Width of column D to 15 Characters.
2. Insert a new columns Before Branch and name it ID (Column A)
3. Enter in cell A1 “ID ”, in cell A2 = 150 , in cell A3 250
4. Use Auto fill to complete the data in column A
5. Change the format of the data in columns H and I to currency type
6. Calculate the Total as (quantity \* Cost)
7. Calculate the "Shipping Fees" column ,if the Branch No is equal to 1 then the shipping fees is 0 else the shipping fee will be 100
8. In Cell E12 write avg
9. In cell F12 , calculate the average of the Total
10. In cell E13 write Max
11. In cell F13 , calculate the maximum Total value
12. In cell E14 write Min
13. In cell F14 , calculate the minimum Total value
14. In cell E15 write count
15. In cell F15 , count the number of IDs
16. In cell E16 write Date
17. In cell F16 , use the Today function
18. In cell A12 , enter your name
19. Merge the cell A12 , B12 AND C12 , then center the data
20. In cell A12 change the font size to 14 and the color to red
21. Change workbook theme to Lon.
22. Insert a pie chart , add a title “store chart”
23. Make the legend in the left of the chart
24. Move the chart to a new sheet and name it chart